



Community Learning Center Meeting Room, 5647 Broad Street

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|----------------------------------------------------------------------------------------------------------------------------|-------------|
| 1) Call to Order | |
| 2) Pledge of Allegiance | |
| 3) Public Comments (1) | |
| 4) Approval of the Minutes: October 18, 2023 meeting | ACTION |
| 5) Financial Reports and Statements: | |
| a) Check Register: October 2023 | ACTION |
| b) Revenues and Expenditures to Actual Comparison: October 2023 | INFORMATION |
| c) Balance Sheet: October 2023 | INFORMATION |
| d) Quarterly report of Friends/Foundation revenue deposited at Library
MEMO | INFORMATION |
| 6) Unfinished Business: | |
| a) Discussion and necessary action regarding Library Board Bylaws revision
PUBLIC NOTICE | |
| b) Discussion and necessary action regarding Library Card and Circulation policy revision
PUBLIC NOTICE | |
| c) Discussion and necessary action regarding Fines and Charges policy creation
PUBLIC NOTICE | |
| 7) New Business: | |
| a) Discussion and necessary action regarding 2024 schedule of hours and closures
ATTACHMENT | |
| 8) Informational Items: | |
| a) Director and Staff Reports | |
| b) President's Report | |
| c) Foundation/Friends Board Report | |
| 9) Correspondence | |
| 10) Public Comments (2) | |
| 11) Adjournment | |

Persons wishing to address the Board are asked to register with the meeting secretary by providing their name and address for the record, limit their comments to only one (1) time in order of registration when others are waiting, and limit their comments to three (3) minutes, or five (5) minutes if representing a group of persons. Comments shall be limited to a period not to exceed sixty (60) minutes for period one (1) and thirty (30) minutes for period two (2). The Library Board can only discuss matters listed on the agenda.

In an effort to make public meetings accessible to everyone, upon reasonable notice, the Village will attempt to accommodate the needs of persons with disabilities through sign language interpretation or other auxiliary aids. For additional assistance, please contact the Greendale Public Library at 423-2136

Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Village Board action will be taken.

cc: Library Board, Village Manager, Assistant
Village Manager, [Media](#)

Post: Village Hall, Safety Center, Library, Village
Webpage

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday, October 18, 2023**

President D’Amato called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:30 PM.

Trustees Present: Amidzich, D’Amato, Hughes, Jensen, Kobleska, Unger
Excused: Dombrowski
Also Present: Van Klooster- Library Director

PUBLIC COMMENTS (1)

None

APPROVAL OF THE MINUTES

Trustee Amidzich moved, Trustee Kobleska seconded approval of the September 20, 2023 minutes with correction.

Ayes: Amidzich, D’Amato, Hughes, Kobleska, Unger Noes: None Abstentions: Jensen Motion : Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: September 2023

Trustee Amidzich moved, Trustee Jensen seconded approval of the September 2023 expenditures in the total amount of \$11,437.56.

Ayes: Amidzich, D’Amato, Hughes, Jensen, Kobleska, Unger Noes: None Abstentions: None Motion : Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Revenues and Expenditures to Actual Comparison: September 2023
- b) Balance Sheet: September 2023

UNFINISHED BUSINESS

- a) Discussion and necessary action regarding 2024 Library Budget – Village Manager’s Recommendation from October 17 Village BOT meeting

Van Klooster distributed Village Manager’s Recommended Budget pages that contained library and CLC information. He noted the tax levy allocation was reduced due to differences between his and the Village Manager’s 2023 year-end estimates and 2024 predicted expenses, primarily changes to personnel costs for health insurance and WRS, as well as a late-September MCFLS elimination of 2024 member cataloging costs which they paid from budget surplus. Brian will keep Capital Outlay expenses for 2023 year-end lower than estimated in August. He said differences between Library requested and Manager recommended expenses basically even out, both maintain a 2% estimated fund balance for 2024. Van Klooster pointed out several capital items for both the Library and CLC that are new or carried over from 2023. Budget workshop that includes Library is Tuesday 11/7, starting at 4PM. Unger recommended that programming funds not be doubled to \$6000 and called for a Friends commitment to match programming funds. Discussion ensued. No changes were made.

- b) Discussion and necessary action regarding grantwriting and fund development

Van Klooster highlighted the memo with recent updates. He reiterated that he does not have capacity for grant-seeking, and that fund development should be part of a larger strategic effort that answers the question

of what funding is for. Unger noted that Van Klooster documented several recent attempts to secure grant funding for some projects without success. Hughes said that the municipality is responsible for providing basic library services, but that funders are interested in opportunities that enhance those services. He noted Health is very successful with grant seeking. Library can be creative about what funding opportunities we offer, such as story time, incentives, technology, materials, aspirational ideas. Amidzich suggested the possibility of a District grantwriter who might also seek opportunities for the library.

c) Discussion and necessary action regarding strategic direction

Van Klooster said that of the Board responses received from the 3-5 year library goals inquiry, he identified 'strategy' and 'funding' as two common threads. Hughes said if the Board does not adopt a formal strategy, then at least Van Klooster should draft something for internal direction. Van Klooster said he sees hiring a consultant as the most expedient option. He said he feels that a longer but more budget-conscious process could be accomplished by trying to direct the planning ourselves. This could include recruiting a pro-bono individual to help us walk through only those steps we believe to be most relevant, perhaps by bolting together materials and techniques from a variety of processes. Van Klooster said he does not believe revision of our Mission-Vision-Values is necessary, or is the standard SWOT exercise. Amidzich suggested that Van Klooster bring forward 3-6 potential processes at a future meeting. Those processes should help the Board get to a long term plan that ideally addresses all library services. Van Klooster said he believed he had enough information from members to begin work on this and will give it a try. D'Amato inquired if all members considered this an appropriate request for staff direction. All agreed, D'Amato ordered Van Klooster to begin work on Amidzich's suggestion.

(Amidzich left meeting at 6:45PM)

NEW BUSINESS

a) Discussion and necessary action regarding Board Bylaws, and meeting practices guide

Discussion ensued about the differences between Village Board of Trustees meeting practices and Library Board practices. Van Klooster further clarified that the Chairperson will have more responsibility to work with the Director to ensure that suggestion for staff activity is clear and assented to by a majority before a decision is ordered. All members agreed, D'Amato ordered Van Klooster to revise the Bylaws as discussed and notice publicly for final adoption at the regular November meeting.

b) Discussion and necessary action regarding revising the Library Card and Circulation policy, and creating a Fines and Charges policy

Trustee Unger moved, Trustee Kobleska seconded directing Van Klooster to create/revise policies as discussed, including increasing color copy fee from \$.25 per page to \$.50 per page. Both will be publicly noticed for final adoption at the regular November meeting.

Ayes: All

Noes: None

Abstentions:

Motion : Carried

INFORMATIONAL AND DISCUSSION ITEMS

- a) Library Director and Staff Reports: Van Klooster highlighted the 11/10 Veterans' Day ceremony, All Staff Day on 11/17, the MCFLS 'little libraries council', a Field Workshop homeschool class visit, and Student ID as Library Card batch upload completed
- b) President's Report: none
- c) Friends/Foundation Report: Unger highlighted the Friends' blurb in Village Views and upcoming Life in the Village advertisement to boost membership, Pocket Lady turnout and competing events, and gingerbread cookies for Dickens
- d) Trustee Continuing Education: Van Klooster mentioned the memo and MCFLS attachments which are an annual information item

CORRESPONDENCE

NONE

PUBLIC COMMENTS (2)

Heather Godley of Millbank Rd spoke against restriction of access by minors to R rated movies.

CLOSED SESSION

Trustee Unger moved, Trustee Kobleska seconded a motion to convene in Closed Session pursuant to Wisconsin State Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Specifically to discuss Librarian Performance*

Ayes: All

Noes: None

Abstentions: None

Motion: Carried

ADJOURNMENT

The meeting adjourned at 8:15PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
60545							
BUCKSTAFF/MOSS DESIGNS LTD							
10/23	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	10/05/2023	1,054.00	1887	SHELVING-LIBRARY	1023
Total 60545:				1,054.00			
60567							
FORWARD TS (FORMERLY OFF COPY EQUIP)							
10/23	07-51-51200	OPERATING EQUIPMENT	10/13/2023	15.17	AR206799	COPIER-LIBRARY	1023
10/23	07-51-51200	OPERATING EQUIPMENT	10/13/2023	1,560.87	AR207346	COPIER-LIBRARY	1023
Total 60567:				1,576.04			
60577							
AMAZON CAPITAL SERVICES							
10/23	07-51-55100	OFFICE SUPPLIES	10/13/2023	12.42	SEPT 2023	LABEL PRINTER TAPE	1023
10/23	07-51-56504	YOUTH BOOKS	10/13/2023	91.00	SEPT 2023	YOUTH BOOKS & MEDIA	1023
10/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/13/2023	19.96	SEPT 2023	YOUNG ADULT MEDIA RECIP	1023
10/23	07-51-75028	LIB DONATION PURCHASE	10/13/2023	288.81	SEPT 2023	SPANISH YOUTH BOOKS BOTM	1023
10/23	07-00-21123	LIBRARY - MCFLS RECIP	10/13/2023	27.29	SEPT 2023	CREDITS AND ADJUSTMENTS	1023
Total 60577:				384.90			
60578							
BLOCK JR, EDWIN							
10/23	07-51-56500	ADULT BOOKS	10/13/2023	12.00	09132023	BOOK	1023
Total 60578:				12.00			
60631							
JANI-KING OF MILWAUKEE							
10/23	07-51-61100	MAINT SUPPLIES-BUILDING	10/30/2023	221.84	MIL10230696	CLEANING SUPPLIES 49%	1023
Total 60631:				221.84			
211112477							
ACH WE ENERGIES							
10/23	07-51-57100	UTILITIES	10/27/2023	1,627.30	9202023	5647 Broad-5650 Parking St-Library	923
10/23	07-51-57100	UTILITIES	10/27/2023	8.12	9202023	5647 Broad-5650 Parking St Library	923

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
Total 211112477:				1,635.42			
211112481							
ACH US BANK PCARD							
10/23	07-51-75031	LIBRARY PROGRAMS	10/27/2023	14.73	9-REDDIN-2023	Teen Program	1023
10/23	07-51-56506	SERIALS	10/27/2023	3.00	9-REDDIN-2023	Wall Street Journal	1023
10/23	07-51-75031	LIBRARY PROGRAMS	10/27/2023	18.81	9-REDDIN-2023	Teen Program	1023
10/23	07-51-75031	LIBRARY PROGRAMS	10/27/2023	5.26	9-REINKE-2023	Youth Program	1023
10/23	07-51-75031	LIBRARY PROGRAMS	10/27/2023	9.95	9-REINKE-2023	Youth Programs	1023
10/23	07-51-56504	YOUTH BOOKS	10/27/2023	10.53	9-REINKE-2023	Youth Books	1023
10/23	07-51-56504	YOUTH BOOKS	10/27/2023	23.70	9-REINKE-2023	Youth Books	1023
10/23	07-51-55100	OFFICE SUPPLIES	10/27/2023	134.59	9-SCHUMA-2023	copy paper	1023
10/23	07-51-55100	OFFICE SUPPLIES	10/27/2023	31.60	9-SCHUMA-2023	Rubber bands, sheet protectors, file folders	1023
10/23	07-51-55100	OFFICE SUPPLIES	10/27/2023	230.42	9-SCHUMA-2023	Genre labels	1023
10/23	07-51-55100	OFFICE SUPPLIES	10/27/2023	175.60	9-SCHUMA-2023	Label protectors	1023
10/23	07-51-55100	OFFICE SUPPLIES	10/27/2023	10.54	9-SCHUMA-2023	Plates and water	1023
10/23	07-51-55100	OFFICE SUPPLIES	10/27/2023	5.50	9-SCHUMA-2023	Return shipping, refund labels	1023
10/23	07-51-56300	TRAINING	10/27/2023	1,741.50	9-VANKLO-2023	1 YR ALL STAFF ONLINE TRAINING SUBSCRI	1023
10/23	07-51-56502	ADULT AUDIO BOOKS	10/27/2023	42.49	9-VANKLO-2023	Adult Audio	1023
10/23	07-51-61100	MAINT SUPPLIES-BUILDING	10/27/2023	226.87	9-VANKLO-2023	CLC Elevator BiMonthly LIBRARY 75%	1023
10/23	07-51-56504	YOUTH BOOKS	10/27/2023	282.80	9-VANKLO-2023	AutoOrderCATS	1023
10/23	07-51-75028	LIB DONATION PURCHASE	10/27/2023	102.01	9-VANKLO-2023	FriendsLuckyDayDVD	1023
10/23	07-51-75023	LIBRARY - MCFLS RECIP EXP	10/27/2023	427.48	9-VANKLO-2023	ADULT DVD	1023
10/23	07-51-56501	YOUNG ADULT BOOKS	10/27/2023	166.95	9-VANKLO-2023	TeenBooks	1023
10/23	07-51-56500	ADULT BOOKS	10/27/2023	852.33	9-VANKLO-2023	Adult books FIC	1023
10/23	07-51-56500	ADULT BOOKS	10/27/2023	296.82	9-VANKLO-2023	Adult books NF	1023
10/23	07-51-75028	LIB DONATION PURCHASE	10/27/2023	18.60	9-VANKLO-2023	Wishman-LP	1023
10/23	07-51-56503	ADULT LARGE PRINT	10/27/2023	175.98	9-VANKLO-2023	ADULT LP	1023
10/23	07-51-56504	YOUTH BOOKS	10/27/2023	1,210.01	9-VANKLO-2023	Youth Books and DVDs	1023
10/23	07-51-51200	OPERATING EQUIPMENT	10/27/2023	102.37	9-VANKLO-2023	BookTruckCasterReplacement	1023
10/23	07-51-75028	LIB DONATION PURCHASE	10/27/2023	51.98	9-VANKLO-2023	Wishman-audio	1023
10/23	07-51-56502	ADULT AUDIO BOOKS	10/27/2023	35.99	9-VANKLO-2023	Adult Audio	1023
10/23	07-51-61100	MAINT SUPPLIES-BUILDING	10/27/2023	118.43	9-VANKLO-2023	MatServiceAllCLC	1023
10/23	07-51-75028	LIB DONATION PURCHASE	10/27/2023	69.59	9-VANKLO-2023	Wishman-audio	1023
10/23	07-51-56502	ADULT AUDIO BOOKS	10/27/2023	40.00	9-VANKLO-2023	Adult Audio	1023
10/23	07-51-56500	ADULT BOOKS	10/27/2023	47.48	9-VANKLO-2023	Adult books NF	1023

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description	GL Period
Total 211112481:				6,683.91			
211112484							
ACH EHLERS PEST MANAGEMENT LLC							
10/23	07-51-61100	MAINT SUPPLIES-BUILDING	10/27/2023	350.00	67260	PEST CONTROL - LIB	1023
Total 211112484:				350.00			
Grand Totals:				11,918.11			

M = Manual Check, V = Void Check

VILLAGE OF GREENDALE

LIBRARY FUND
PERIOD
October 31, 2023

Account Number	Account Title	Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
REVENUES		Current Month Actual	Current Budget	Current year Actual	Remaining	% of Budget
07-00-21102	PROPERTY TAX LEVY	-	631,654.00	631,654.00	-	-
07-00-21123	LIBRARY - MCFLS RECIP	27.29	35,312.00	35,410.23	(98.23)	100%
07-00-22515	DONATIONS LIBRARY	137.56	13,000.00	18,171.53	(5,171.53)	140%
07-00-22525	CARES ACT REVENUE- COVID	-	-	-	-	-
07-00-22958	LIBRARY COPIER SALES	376.79	5,200.00	3,870.32	1,329.68	74%
07-00-22959	LIBRARY FINES	734.25	12,000.00	9,947.88	2,052.12	83%
07-00-22960	LIBRARY BOOK CHARGES	150.43	2,000.00	1,508.11	491.89	75%
07-00-22965	CLC REVENUES	-	-	3,628.73	(3,628.73)	#DIV/0!
07-00-22968	OTHER REVENUES	68.29	1,200.00	1,188.29	11.71	99%
07-00-29900	OPER TRANS IN/OUT	-	-	-	-	-
Total LIBRARY REVENUE		1,494.61	700,366.00	705,379.09	(5,013.09)	101%
EXPENSES						
07-51-42100	SALARIES - REGULAR	19,873.60	257,100.00	208,793.65	48,306.35	81%
07-51-42200	SALARIES - TEMPORARY	15,385.39	158,300.00	133,876.58	24,423.42	85%
07-51-42300	SALARIES - OVERTIME	-	-	47.46	(47.46)	#DIV/0!
07-51-45100	HEALTH INSURANCE	4,515.03	57,205.00	42,222.51	14,982.49	74%
07-51-45200	LIFE INSURANCE	48.85	470.00	401.68	68.32	85%
07-51-46100	SOCIAL SECURITY	1,525.70	19,431.00	15,902.30	3,528.70	82%
07-51-46200	WRS EMPE/EMPR	1,772.93	17,483.00	18,390.35	(907.35)	105%
07-51-46300	MEDICARE	482.67	6,023.00	4,693.39	1,329.61	78%
07-51-51200	OPERATING EQUIPMENT	1,678.41	16,200.00	12,665.51	3,534.49	78%
07-51-53920	MCFLS COMPUTER CONTRACT	-	17,279.00	20,165.00	(2,886.00)	117%
07-51-55000	COMMUNICATIONS	-	1,050.00	940.47	109.53	90%
07-51-55100	OFFICE SUPPLIES	600.67	8,800.00	5,376.33	3,423.67	61%
07-51-56100	MEMBERSHIP DUES	-	1,200.00	100.00	1,100.00	8%
07-51-56300	TRAINING	1,741.50	3,100.00	4,013.74	(913.74)	129%
07-51-56500	ADULT BOOKS	1,208.63	15,000.00	13,597.99	1,402.01	91%
07-51-56501	YOUNG ADULT BOOKS	166.95	1,500.00	1,391.21	108.79	93%
07-51-56502	ADULT AUDIO BOOKS	118.48	600.00	739.54	(139.54)	123%
07-51-56503	ADULT LARGE PRINT	175.98	1,000.00	1,083.01	(83.01)	108%
07-51-56504	YOUTH BOOKS	1,618.04	15,000.00	12,354.01	2,645.99	82%
07-51-56506	SERIALS	3.00	5,800.00	5,626.05	173.95	97%
07-51-56508	MCFLS DATABASES	-	9,922.00	10,643.00	(721.00)	107%
07-51-57100	UTILITIES	-	26,250.00	18,591.68	7,658.32	71%
07-51-61100	MAINT SUPPLIES-BUILDING	917.14	8,100.00	8,207.71	(107.71)	101%
07-51-75023	LIBRARY - MCFLS RECIP EXP	447.44	6,000.00	4,025.96	1,974.04	67%
07-51-75028	LIB DONATION PURCHASE	530.99	13,000.00	15,533.42	(2,533.42)	119%
07-51-75031	LIBRARY PROGRAMS	48.75	3,000.00	4,803.23	(1,803.23)	160%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	1,054.00	8,800.00	3,485.75	5,314.25	40%
07-51-92900	MISCELLANEOUS	-	1,200.00	1,344.31	(144.31)	112%
Total LIBRARY EXPENSES:		53,914.15	678,813.00	569,015.84	109,797.16	84%

VILLAGE OF GREENDALE
BALANCE SHEET
10/31/2023

ASSETS

07-00-111000	CASH DEPOSIT	\$	147,588.40	
07-00-111080	PETTY CASH	\$	200.00	
07-00-123070	PREPAID ITEMS	\$	-	
07-00-173090	DUE FROM TRUST AGENCY	\$	-	
TOTAL ASSETS				<u>\$ 147,788.40</u>

LIABILITIES AND EQUITY

LIABILITIES

07-00-151200	ACCRUED PAYROLL SALARIES	\$	-	
07-00-151210	ACCOUNTS PAYABLE	\$	-	
07-00-151205	ACCRUED EXPENSES PAYABLE	\$	-	
07-00-151260	DEFERRED REVENUES - TAX	\$	(0.00)	
07-00-151280	ACCUMULATED VACATION PAYABLE	\$	-	
07-00-151290	ACCUMULATED SICK LEAVE PAYABLE	\$	-	
07-00-172020	DUE TO 2 EQUIP REPL	\$	-	
07-00-172090	DUE TO 60 TRUST AGENCY	\$	(0.00)	
07-00-172200	DUE TO FOUNDATION	\$	-	
07-00-224000	ADVANCE FROM GENERAL FUND	\$	0.00	
TOTAL LIABILITIES				\$ (0.00)

FUND EQUITY

07-00-170000	FUND BALANCE	\$	11,425.15	
07-00-170400	COMMITTED FUND BALANCE	\$	-	
	REVENUES OVER EXPENDITURES- YTD	\$	136,363.25	
TOTAL LIABILITIES AND EQUITY				<u>\$ 147,788.40</u>

AMOUNTS ARE UNAUDITED

GREENDALE PUBLIC LIBRARY BOARD MEMO



Date: 11/15/23

To: Library Board; Friends of the Greendale Public Library Board

From: Brian Van Klooster, Library Director

Re: Agenda item #5d: Quarterly report of Friends/Foundation revenue deposited at Library

Discussion:

From the Library's Financial Procedures:

Non-Library Revenues, including FRIENDS/FOUNDATION revenue

Revenues for some Friends of the Library fundraisers are taken in at Library registers as 'Donations' revenue, deposited directly into the Library's DONATIONS revenue account. This includes raffle ticket sales, fundraiser event ticket sales, fundraiser product sales, etc. A 'Donations' report of Friends fundraising revenue receipted by the library is provided quarterly to the Friends using Village accounting and library credit card processing software to assist them in fundraising revenue accounting. Friends book sale cart cash revenue is collected monthly by library staff and held in the library safe for Friends pickup.

SOURCE	2023	AMOUNT	DEPOSITED TO
Book Sale cart	Jan-Jul	155.00	Card to Lib Revenues
Tote Bags	Jan-Jul	60.00	Cash to Lib Revenues
Tote Bags	Jan-Oct	20.00	Card to Lib Revenues
Membership	Jan-Oct	175.00	Card to Lib Revenues
TOTAL		410.00	

GREENDALE PUBLIC LIBRARY
10-DAY NOTICE OF PROPOSED POLICY CHANGE



PLEASE TAKE NOTICE that the following policy/policies will be established, reviewed, or amended by the Greendale Public Library Board at its regular monthly meeting, on Wednesday, November 15, 2023. Full copies of the proposed documents can be previewed on the library's website, or on paper at the library front desk.

1. Consider a motion to adopt a revised *Library Board Bylaws*, Article V, page 4, specifically, to exchange reference to "Roberts Rules of Order" with "the Library Board Meeting Practices Guide",

~~Proceeding of meetings will be governed by Roberts Rules of Order for Small Boards.~~
Proceedings of meetings shall be guided by the Library Board's Meeting Practices Guide.

and Article VII, page 5, specifically, to add the following text describing communication authority.

The library Director and Library Board President are primarily the Library Boards' representatives for communication of information to the public about Library Board business.

The library Director and Library Board President shall communicate library business to the Village Board of Trustees via the Village Manager and/or the Library Board's Village Trustee liaison. The Library Director will not normally communicate formally and directly with members of the Village Board of Trustees (excepting the Library Board's Village Trustee liaison) without first consulting the Village Manager.

2. Consider a motion to adopt a new policy titled *Fines and Charges*.
3. Consider a motion to adopt a revised *Library Card and Circulation* policy, specifically, to remove all references to fine and charge dollar amounts that will be reflected in the new *Fines and Charges* policy.

2024 Greendale Library Closings Calendar
Proposed 11/10/2023

NEW YEAR'S DAY	Monday, January 1
New Year's Eve (observed)	Tuesday, January 2
Spring Break Sunday	Sunday, March 31
Memorial Day Saturday	Saturday, May 25
Memorial Day Sunday	Sunday, May 26
MEMORIAL DAY	Monday, May 27
4TH OF JULY	Thursday, July 4
Labor Day Saturday	Saturday, August 31
Labor Day Sunday	Sunday, September 1
LABOR DAY	Monday, September 2
Staff Professional Development Day	Friday, November 15
THANKSGIVING DAY	Thursday, November 28
CHRISTMAS EVE	Tuesday, December 24
CHRISTMAS DAY	Wednesday, December 25
NEW YEAR'S EVE	Tuesday, December 31
NEW YEAR'S DAY	Wednesday, January 1, 2025

Summer Sundays, May 26-September 1

BOLD DAYS are official Village holidays

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 11/10/2023
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: ***Directors' Report: October 2023***

Last month in review:

This October continued the twice-weekly storytime offerings as well as some new special storytimes and Samson reading opportunities for youth. Emily's planned leave has been very manageable thanks to the competent and dependable help of Ashley and Kylie helping to cover the front desk. They've had valuable opportunity to expand their professional skill exposure with person-in-charge responsibilities, collection management duties, customer service variety, and program help such as Ashley's help with a Book Discussion. Sharon has also offered a high degree of schedule flexibility and adopted ownership of some marketing duties that otherwise would have fallen to her colleagues. Megan, Lisa and Sharon have all stepped up over and over again to fill in gaps, address unexpected issues in Emily's absence, and otherwise allow the rest of the team and library users to feel minimal impact of the absence. I'm extremely grateful for their initiative and commitment to getting the work done.

Upcoming/Current month at a glance:

November is an extremely busy month for me. I have annual budget workshops, regular Library and Friends meetings, and four special events to either be present at or the local organizer for (Veterans Day Ceremony, Tree Lighting late hours, Dickens of a Village, Annual All Staff Professional Development Day). I have also been a self-appointed after school greeter of students every afternoon for most days of the past two weeks, from about 3:10-3:45. My messaging has been, "Hi Kids, we're reading or doing homework at the Library today, not just hanging out socializing. If you want to do that you've got to go elsewhere." This has been moderately effective while also being stressful and is not an ideal use of my time long term. It has also been proof to me that the only way to manage after school behavior with sustained success is to have a consistent, undistracted, proactive, authoritative presence in contact with youth every school day. Implementing an after-school student management program is now one of my formal goals for the upcoming review period. Staff and community deserve this.

I have meetings scheduled with two persons in the world of planning and management to help me develop a proposal with several strategic planning options at the December meeting.

Statistics:

- New library accounts created: 55
- Loans of print and electronic materials: 16,565; compared to 2019: 17,719; compared to same month last year: 15,927 ↑ 4%
- Checkouts of electronic materials was the highest ever, with 2,577 checkouts. 2nd highest electronic checkout in a month was April 2020, with 2,520 (the first month of pandemic lockdown). Will be interesting to see if this trend continues.

Other (staffing, facility, meetings, materials, programs, budget, MCFLS, and more):

- Meetings of Friends of the Library, Library Board, MCFLS LDAC, Chamber Power Hour on 10/24
- Received copier vendor quotes from IT (Rhyme).
- All Staff performance evaluation meetings were completed.
- Organized new MCFLS LDAC subcommittee of 6 smallest libraries to help with resource and information sharing, successful first meeting that will continue in future months.
- Friends of the Library hosted a popup book sale during the Broad St business' sidewalk sale on Saturday 10/14. They helped the Library be good business partners, since we wouldn't have been able to participate otherwise.
- Productive CLC Directors meeting, coordinating of department activities and policies.
- Lighting 99% complete. The transformation is amazing, the library is quieter (no buzzing), and the final installation of motion triggered lighting in the study rooms will boost security. Well worth the slow project timeline.
- Prepping for special events on almost every Friday of November.
- Dia de los Muertos teen/tween program was very well done, with culturally appropriate ofrenda (altar), music, craft, and staff-made pan de muerto (bread).
- Copier vendor meeting (Gordon Flesch) to clarify scope of quote and details.
- Franklin PL Board mtg on 10/23
 - I attended this meeting as an observer to see how other library board meetings are conducted and what the dynamics are like. I should note that the seven Franklin PL Board members were the primary leaders of the meeting, with members having responsibility for Secretary, Treasurer financial reporting, Personnel subcommittee reporting, and Friends liaison, in addition to President leading all discussion and debate. The library director was available as a resource but not an equal participant in the proceedings.
 - I intend to visit other library board meetings over time to get a sense of how they differ or are similar to our own. I will bring back other observations as time permits me to attend them.

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date: 11/10/2023
To: Village Board of Trustees, Library Board, Friends of the Library
From: Brian Van Klooster, Library Director
Re: **Staff Report: October 2023**

Youth Services (Lisa):

- Programs:
 - Storytime 10/4: 11 attendees
 - Storytime 10/5: 26 attendees
 - Snack, Craft, and Build 10/9 (Eyeball Wreath and Samson the Reading Buddy): 38 attendees
 - Storytime 10/11: 30 attendees
 - Storytime 10/12: 21 attendees
 - Passive Craft 10/10 (Apple Tree): 75 attendees
 - Storytime 10/18: 17 attendees
 - Storytime 10/25: 27 attendees
 - Saturday Storytime 10/28: 21 attendees
 - Stories with Samson 10/28: 12 attendees
- Collection Management:
 - 252 materials added
 - Continued training with Reference Associate (Kylie and Ashley) to catalog youth materials
 - Continued reorganization of part of non-fiction collection. I met with Julie and also coordinated the signage with Sharon.
- Displays:
 - Fall/Autumn
 - Halloween & Day of the Dead
 - Spooktacular Books
 - Hispanic and Latin Culture (chapter books only)
- Community Engagement:
 - Met with representative from Greendale's American Legion Post for November program



Adult Services (All):

- Programs:
 - Adult Book Discussion 10/4: *Deacon King Kong* = 7 attendees. (Megan)
 - Color Me Calm 10/2: 1 attendee. (Lisa + Sharon) (Low attendance anticipated due to schedule conflicts reported by regular attendees at previous event)
 - Monday Movie Matinee 10/9: *Champions* = 7 attendees. (Sharon)
- Collection Management:
 - Emily purchased Non-Fiction and Biography books to add to the collection for Sept-Dec and DVDs, Lucky Day DVDs and CDs for Sept-October prior to maternity leave.
- Social Media/Marketing: (Sharon)
 - The most popular post for the month was the "Stories with Samson" post on 10/2/23 with 47 likes, 9 shares, and 1,155 accounts reached.
 - Began creating events with Megan's help for all upcoming programs that future posts can link back to.

- Goals:
 - To help provide Facebook users who don't currently follow us an opportunity to see programs that we offer via 'Events' browsing
 - To give our followers the opportunity to RSVP to programs and get reminders about them (guest list is hidden to the public)
 - To match our social media presence to other nearby libraries, who use the Facebook events feature (Franklin, Hales Corners, Greenfield, etc)
- Book Displays: (Sharon)
 - Hispanic + Latine Heritage Month (Sept 15-Oct 15) Pictured in last month's report.
 - Happy Haunting (Oct. 16-31) highlighted ghost stories for all ages
 - Stranger Than Fiction: Schemes, Spies, and Murder, Oh My! (adult non-fiction)



Teen Services (Megan):

- Community Engagement:
 - Reading Rampage was a success! We had 50 students come in and read. The average amount of time a student stayed was 4.23 hours.
 - Collection Development:
 - Materials Purchased
 - Adult Fiction: 49 books
 - YA: 12 books
 - Large Print: 8 books
 - Audiobooks: 7 books
 - Still working on color-coding the YA fiction collection into genres to match school library organization system
 - Programs:
 - Teen & Tween Anime: 9
 - Teen & Tween Craft-Felt Monsters: 5
 - Reading Rampage: 50
 - Teen & Tween Music Bingo: 12
 - Book Display:
 - Dystopian Fiction
 - Social Media:
 - TikTok (GrndPublicLibrary): 1760 Followers
 - 10 videos this month
 - Highest viewed video: 4918 views
 - Instagram (GrndPublicLib_Teens): 119 Followers
 - 12 Posts
-



Circulation Services (Julie):

Staffing:

- We interviewed 6 candidates for the open Shelver position on 10/17 and 10/18. Lauren K. accepted the position and had her first day on 11/1
- Kylie and Ashley continue to be of assistance covering Reference shifts twice a week.

Programs:

- Miranda assisted with Snack, Craft and Build on 10/9, and helped with cleanup after the 10/28 Saturday Storytime
- Kayla held another Stories with Samson program on 10/28 with 3 participants
- Jen worked with Lisa to organize a passive Apple Tree craft on 10/10, took inventory and restocked the 1,000 Books Before Kindergarten supplies, and assisted Kate during Storytimes.

Circ Projects:

- Worked with MCFLS to remove Student Id/School info from graduated accounts.
- Clerks helped pull and reorganize books from the series “Who Was”, “What Was”, “Where Is”, “What Do We Know About”, and “What Is The Story Of”. They are now prominently featured in colorful bins to improve the visibility and accessibility of the series. Clerks also helped identify missing titles from the series for Lisa to purchase.
- Clerks worked on sorting organizing the large collection of markers and colored pencils we have accumulated for Youth projects.
- Ashley assisted Lisa in making additional signage to highlight J Fiction books.
- Kylie worked with Lisa on improving consistency in J Non-Fic call numbers.
- All clerks pitched in with shelving

Misc:

- Worked with the School District Elementary and Middle School Librarians to update the school Library Cards for the current school year. These cards allow authorized school staff to check out materials from our library for use in teaching instead of them needing to use their personal library accounts.
- Provided Hoopla instructions to Sandra Grams, acting librarian for the High School, so she could assist students in using their Student ID accounts to access Hoopla.
- Modified the configuration of our Youth shelving carts to help make shelving more efficient.
- Updated documents in the Cataloging binder for clarity.
- The option to extend Hold pickup deadlines by 1 day was enabled for all libraries in the MCFLS system.

Reference Associate (Sharon):**Special Projects:**

- Created labels for bins to house the Youth non-fiction series “Who Was”, “What Was”, “Where Is”, “What Do We Know About”, and “What Is The Story Of”
- Preparation for window Storywalk for Dickens event in coordination with Lisa (book selection) and Brian (logistics)

In collaboration with the Health Department liaison, Megan Mermal, presented *CLC Public Spaces Accessibility Audit* to the Directors of the Library and Health Department outlining the results of the report we received from Independence First in September. Provided estimated costs for recommendations outlined in the report.